

**JOB DESCRIPTION
JUDICIAL DEPARTMENT
PART-TIME FILE CLERK**

- 1. JOB TITLE: PART-TIME FILE CLERK**
- 2. DEFINITION:** This position is classified as part-time, working 25 to 35 hours of work per week. The position requires an individual to work with maintenance and storage of hard copy files in the Judicial Department. The individual should possess a good personal disposition and the psychological qualities generally required to work well with other employees. The employee is directly responsible to the City Judge. All employees are responsible to the City Manager. This position is classified as Non-Exempt for the purposes of the Fair Labor Standards Act, as having no significant occupational exposure to bloodborne pathogens and, as Non Safety Sensitive; the employee will be subject to reasonable suspicion, post-accident, return to duty and follow-up drug and alcohol testing.
- 3. EQUIPMENT/JOB LOCATION:**
 - a. A File Clerk must be capable of operating a personal computer, typewriter, facsimile machine, photocopier, multi-line telephone system and other miscellaneous office equipment and accessories customarily used in an office environment.
 - b. The job location is in the Judicial Department. Work is generally performed indoors in a smoke-free environment.
- 4. ESSENTIAL FUNCTIONS:**
 - a. Files and maintains hard copy records of the Judicial Department.
 - b. Assembles and stores storage boxes for permanent records.
 - c. Assists in printing and assembling of court dockets.
 - d. Types correspondence and reports as directed.
- 5. ADDITIONAL EXAMPLES OF WORK PERFORMED:**
 - a. Maintains inventory of needed filing supplies
 - b. Performs other duties and special projects as assigned.
- 6. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**
 - a. High school diploma or equivalent required.
 - b. Must be at least 18 years of age; preferably 21 years of age or older.

- c. Must have legal authorization to work in the United States.
- d. Must not have been convicted of or pleaded guilty to or entered a plea of nolo contendere to any felony charge or to any violation of any federal or state laws or city ordinances relating to force, violence, theft, dishonesty, gambling or controlled substances.
- e. Possesses good working knowledge of a personal computer with Windows Microsoft Word 6.0 and DOS.
- f. Possesses good aptitude for chronological order of numbers and alphabet.
- g. Ability to report or work and perform job responsibilities in a timely manner in order to meet scheduled deadlines.
- h. Must have a good reputation for and ability to maintain confidentiality.
- i. Possesses physical and mental ability to work independently.
- j. Possesses the ability to pass any and all background and fingerprint checks as requested by the Tennessee Bureau of Investigation and the Federal Bureau of Investigation.
- k. Ability to lift at least 25 pounds.
- l. Ability to concentrate and accomplish tasks despite interruptions.
- m. Physical and mental ability to file and maintain files and records of the Judicial Department.
- n. Ability to establish and maintain an effective working relationship with supervisors, other City employees and the public.

Non-Exempt
Non-Safety Sensitive
08/19/04